

Firm/Company Name Marshall Dennehey Warner Coleman & Goggin

(Send copy of firm logo for posting)

Job Title [Position]:	Legal Billing Coordinator	Job Category:	Legal
Department/Group:	Billing Dept	Posted By:	Human Resources
Location:	Philadelphia - Headquarters	Travel Required:	N/A
Level/Salary Range:	N/A	Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	HR Recruiter	Date posted:	10/13/2020
Reports to:	Director of Billing & Accounting	Posting Expires:	[i.e., 30-days] 60-days

Applications Accepted By:

Fax or E-mail:

HRRecruiter@MDWCG.com

Attention:

HR Recruiter

Mail:

2000 Market Street
Suite 2300
Philadelphia, PA 19103

Job Description

Brief Summary:

The law firm of Marshall Dennehey Warner Coleman & Goggin is seeking a full-time Legal Billing Coordinator with 3+ years of experience in Legal Billing, including website invoice submission, to join its Philadelphia, PA office.

This job is in compliance with Philadelphia's Fair Chance Hiring Law.

Duties:

Skills/qualifications:

Minimum Requirements:

- Must have 3 years of experience in Legal Billing including website invoice submission

[NOTE: Attach separate sheet(s) as necessary with the complete job description]